

**REGULAR BOARD MEETING
OF THE COMMISSIONERS AND OFFICERS
OF THE PROSPECT HEIGHTS PARK DISTRICT
OLD ORCHARD COUNTRY CLUB
700 WEST RAND ROAD
MOUNT PROSPECT, IL 60070
TUESDAY, OCTOBER 12, 2010**

I. Call to Order

A. Roll Call

President Bernie Olson called the Regular Board Meeting of the Prospect Heights Park District to order at 7:20 p.m.

Commissioners present:

Jack Barrett
Mark Malouf
Bernie Olson
Dan Pavlik
Jean Spiegelhalter
Bill Vannelli

Commissioners absent:

Patrick Ludvigsen

Also Present:

Kathy Nowicki – Executive Director
Dave Figgins – Superintendent of Recreation and Parks
Annette Curtis – Business Manager
James Lennon – Park District Attorney
Edlyn Castil – Recording Secretary

B. Pledge of Allegiance

The Pledge of Allegiance was led by Dave Figgins.

II. Corrections / Additions / Approval of Agenda

A motion was made by Commissioner Spiegelhalter and seconded by Commissioner Malouf to accept the Agenda as submitted. The motion was unanimously approved by a voice vote with 6 ayes, 0 nays, 1 absent (Ludvigsen). Motion carried.

III. Recognition / Introduction

A. Residents - Meg Vannelli

B. Volunteer Recognition – Cheryl Spencer

Superintendent of Recreation and Parks Dave Figgins recognized Cheryl Spencer. She was employed at the Park District for over 15 years as a preschool teacher. She has retired and will be recognized at the Staff Meeting on Friday.

IV. Announcements (Meetings)

A. Finance Committee Meeting	11/09/10	6:00 PM	GMRC
B. Regular Board Meeting	11/09/10	7:00 PM	GMRC
C. Finance Committee Meeting	11/23/10	7:00 PM	GMRC

V. Correspondence

- A. NWSRA Area III Newsletter – Summer 2010**
- B. Mount Prospect Elected Officials After Hours notification**
- C. Special Leisure Services Foundation – “Celebrate Ability” invitation**

VI. Approval of Minutes**A. Regular Board Meeting – September 14, 2010**

Attorney Lennon discussed correcting Section XIII. Unfinished/Ongoing Business, Item C. Lake Claire Property Review to read as follows: “*The Park District owns that part of the pond located on Outlot A.*”

A motion was made by Commissioner Pavlik and seconded by Commissioner Vannelli to approve the September 14, 2010 Regular Board Meeting minutes as amended. The motion was unanimously approved by a voice vote with 6 ayes, 0 nays, 1 absent (Ludvigsen). Motion carried.

VII. Public Comment

There was none.

VIII. Park District Treasurer’s Report**A. Cash Report #10**

A motion was made by Commissioner Barrett and seconded by Commissioner Pavlik to accept the Treasurer’s Report – Cash Report #10 dated September 14, 2010 as submitted. The motion was unanimously approved by a voice vote with 6 ayes, 0 nays, 1 absent (Ludvigsen). Motion carried. See Appendix A

B. Approval of Warrants for Payment

A motion was made by Commissioner Barrett and seconded by Commissioner Spiegelhalter to accept Warrants for payment as submitted for Vendor Warrants #9, 9A, 9B, 9C, 9D, 9E Payroll 18, 19, and Refund 9. The motion was unanimously approved by a roll call vote.

Ayes: Commissioners Barrett, Malouf, Olson, Pavlik, Spiegelhalter and Vannelli

Nays: None

Absent: Commissioner Ludvigsen

The motion carried.

See Appendix B

IX. Attorney’s Report**A. Legal Matters**

Attorney Jim Lennon discussed a correction to the September 14th minutes as indicated in Section VI.

X. Administrative / Operational Summary**A. Executive Director**

Executive Director Kathy Nowicki announced Andrew Petzel has secured a full-time position and his last day at the Park District will be on October 22nd. Andrew has been with the Park District for about 10 years.

X. Administrative / Operational Summary (continued)**A. Executive Director**

Commissioner Malouf inquired about the timeline for the employee input regarding the results of the survey. Executive Director Kathy Nowicki reported that Staff will be compiling input individually, meeting and presenting to the Board at the November Board meeting.

B. Superintendent of Recreation and Parks

As submitted in the Board packet.

C. Director of Golf Operations

As submitted in the Board packet.

D. Superintendent of Greens

Commissioner Barrett commented about the High School tournament that was held at OOC last Friday.

XI. Business Manager Report**A. YTD Fund Summary****B. Recreation Fund Summary**

Business Manager Annette Curtis reported she redesigned the Recreation Fund Summary to provide more informed numbers. There was discussion about Golf Operations. Commissioner Malouf suggested that Marc, Director of Golf Operations, provide projections. Commissioner Olson suggested that Marc attend upcoming Board meetings and Commissioner Pavlik requested for Marc to attend the next Finance Meeting.

XII. Committee Reports

There were none.

XIII. Unfinished/Ongoing Business**A. Community Survey – Final Report Recommendations**

Executive Director Kathy Nowicki reported that Staff is working on an analysis and recommendations. They will present to the Board at the November Board meeting.

B. OOC Course Washroom

Executive Director Kathy Nowicki spoke with the Village of Mount Prospect Building Department to address their questions. A revised plan is needed before a permit will be issued.

C. Lake Claire Property Review

Executive Director Kathy Nowicki met and reviewed the survey with the resident residing south of the pond. Kathy has had discussion with City Engineer Mark Toberman who referred the Park District to Old Town Sanitary District. The Park District may partner with Old Town Sanitary District and the Fire District to see what is causing the bank erosion.

D. School Street and Claire Lane Playground Renovations

Superintendent of Recreation and Parks Dave Figgins is reviewing the long-term plan for these parks.

XIII. Unfinished/Ongoing Business (continued)**E. GMRC Operating Hours**

Signage was posted throughout the Park District and Front Desk Staff initiated conversation with patrons, seeking feedback regarding GMRC operating hours. The most prominent response was to close the building since there was no one there using the building. The fitness renewals/membership will be monitored. By consensus, the building will be closed at 6 p.m. on Fridays until little league starts.

XIV. New Business**A. Metro Federal Credit Union Resolution 10.12.10**

A motion was made by Commissioner Barrett and seconded by Commissioner Spiegelhalter to approve Metro Federal Credit Union Resolution 10.12.10 as submitted. The motion was unanimously approved by a voice vote with 6 ayes, 0 nays, 1 absent (Ludvigsen). Motion carried.

B. GASB 54 Fund Balance Policy

Business Manager Annette Curtis was given direction to provide a 3-month financial snapshot to the Board at the next Finance Committee Meeting.

XV. Recess into Executive Session

It was moved by Commissioner Spiegelhalter and seconded by Commissioner Pavlik to recess into Executive Session in accordance with the Open Meetings Act (5ILCS 1220/2 Section 2A Subsection C) for the purposes of discussion of Personnel (Section 2(c)(1)) at 8:25 p.m.

XVI. Reconvene to Open Session

Open session reconvened at 9:17 p.m. During Executive Session personnel was discussed.

XVII. Possible Action on Matters Discussed Executive Session

Executive Director Kathy Nowicki was given direction to pursue conversation regarding employee contracts.

XIV. Adjournment

With no further business to discuss a motion was made by Commissioner Malouf and seconded by Commissioner Spiegelhalter to adjourn the Regular Board Meeting at 9:18 p.m. The motion was unanimously approved by a voice vote. The meeting was adjourned.

Respectfully Submitted,

Edlyn Castil

Edlyn Castil
Recording Secretary

Secretary: _____
P. Ludvigsen, Prospect Heights Park District Secretary